



Electronic Document Management System (EDMS)

Preparing Your Law Office

Technical Requirements

- ▶ Internet access (high speed most desirable)
- ▶ Web browser – Internet Explorer, Netscape, Mozilla Firefox, or Safari
- ▶ Scanner – with the ability to scan documents and save as .pdf files
- ▶ Active email account

Technical Requirements (cont.)



- ▶ Word Processing software – Microsoft Word 95–2003 and newer, Word Perfect v6.16 (may not be compatible with Word 2003)
- ▶ PDF conversion software
- ▶ Anti-virus software

EDMS Documents

- ▶ **Proposed Order Document Requirements**
 - MS Word Editable Format
 - Fonts: Arial, Times New Roman/Times, Courier New, Tahoma, Geneva, Helvetica, Calibri and Cambria
 - 12pt Font Size recommended
- ▶ PDF document for all but Proposed Orders
- ▶ Document Size: 20 MB limit per submission
- ▶ Scan in color only when essential to the case
- ▶ Setting: 200 dpi, 100% resolution
- ▶ Margin: (old rule: 2" top margin) – new time stamp (3/4 – 1")

New File Stamp



ELECTRONICALLY FILED 2012 Mar 07 AM 9:37 CLERK OF DISTRICT COURT - WOODBURY



State of Iowa Courts

Case Title: STATE VS. BAADER MEINHOF

Proposed Orders



- ▶ Submitted in a word-editable format
- ▶ Judges no longer need a signature line/date line (signature page)
- ▶ Proposed orders should be complete
 - No 'fill in the blanks'

Make Sure to eFile

▶ Appearance

- Must file to be linked to the case
- Indexed attorney to receive notifications
- Your responsibility to look at case history

▶ Withdraw from case

- When you are no longer a party to the case
- Will stop notifications from coming to you

▶ Modification or new action

- Existing paper cases – can move to have those cases converted. May be in a “duel environment”.

Support

A screenshot of the Iowa Judicial Branch eFiling website. The header includes the text "IOWA JUDICIAL BRANCH" and "ELECTRONIC FILING". A navigation bar contains links for "Welcome", "Terms", "Support", and "powered by eFlex from Tybera". A red arrow points to the "Support" link, which is also circled in red. The main content area is divided into three sections: "Mission Statement" on the left, "Support Contact Information" in the center, and a "Log In" section on the right. The "Support Contact Information" section includes the text "For technical problems or questions regarding the Iowa Judicial Branch eFiling website." and a large black box with the email "support@datamaxx.com" and the phone number "877-369-8324". The "Log In" section includes a form for "User Name" and "Password", and links for "Log In" and "Forgot Your Password?".

Mission Statement

The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all people.

Support Contact Information

For technical problems or questions regarding the Iowa Judicial Branch eFiling website.

support@datamaxx.com
877-369-8324

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

What Now?

- ▶ Review technical requirements
 - Scanner, Internet access, etc...
- ▶ Register
- ▶ Check standard forms/proposed orders
 - Remove signature line for judge
- ▶ Attend an Open House